



**State of Utah**  
**Department of Human Resource Management**  
**HR Enterprise & UJM Job & Position**  
**Security Access Request Form**

Agency/Department

Division

Date Requested

**Request Type**

- ☐ New  
☐ Delete  
☐ Change

**Type of Change**

- ☐ Name  
☐ User ID  
☐ Other \_\_\_\_\_

**Section 1 - Individual Requesting Access to the HR Enterprise System and Utah Job Match**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

**Section 2 - Security Information**

User ID: \_\_\_\_\_

Note: This is the same user id used to log into your computer, i.e. PEAAA.

**Section 3 - Access Information** This form supercedes all other security forms. Please include all necessary access.

Home Org # _____	
Agency #: _____	Low Orgs or Ranges: _____
Agency #: _____	Low Orgs or Ranges: _____
Agency #: _____	Low Orgs or Ranges: _____
Agency #: _____	Low Orgs or Ranges: _____
Agency #: _____	Low Orgs or Ranges: _____

**Section 4 - Signatures** I understand the HR Enterprise system is considered to be private and confidential. It is a breach of security to divulge logon ID and password information. Failure to maintain the confidentiality of data, logon ID, and password could result in the removal of access to the system and/or disciplinary action.

Employee Signature

Date

Print Supervisor Name

Supervisor Signature

Date

Department HR Director Signature

**Section 5 - HRE Access Options** \*If no access level is selected, access will default to "None"**Access Level:   None   Inquiry   Inquiry & Data Entry   Approval****Human Resource Enterprise****1. Job and Position Management**

Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DHRM only
Job Approval (DHRM only)				<input type="checkbox"/> DHRM only
Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (1st Level)
Position Approval				<input type="checkbox"/> (2 <sup>nd</sup> Level)

**2. Employment**

Calendar	<input type="checkbox"/>	<input type="checkbox"/>		
Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Emergency Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Physical Characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Terminations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Work Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employment Reports	<input type="checkbox"/>	<input type="checkbox"/>		
Employment Verification	<input type="checkbox"/>	<input type="checkbox"/>		
Fiscal Year End Reports	<input type="checkbox"/>	<input type="checkbox"/>		
Job & Position Reports	<input type="checkbox"/>	<input type="checkbox"/>		
Leave Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Salary Actions (choose one)			<input type="checkbox"/>	<input type="checkbox"/>
Salary Reports	<input type="checkbox"/>	<input type="checkbox"/>		
Step Pay Plan	<input type="checkbox"/>	<input type="checkbox"/>		
Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>		

**3. Utah Training Connection**

Agency Required Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class Instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Course Catalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Training Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Training Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Required Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DHRM only
Position Required Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DHRM only
State Required Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training Reports	<input type="checkbox"/>	<input type="checkbox"/>		
Training Vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**4. System Administration**

Security Group			<input type="checkbox"/> DHRM only	
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**Note: All HRE Users will be given Inquiry rights to Data Level Control Security & Approval Security****Data Warehouse Access**

Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Training Records Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section 6 – Utah Job Match – Job & Position Analysis Access Options

### Roles

(Choose all that apply)

1 <sup>st</sup> Level Job Approver – DHRM Only	<input type="checkbox"/>
1 <sup>st</sup> Level Position Approver	<input type="checkbox"/>
2 <sup>nd</sup> Level Job Approver – DHRM Only	<input type="checkbox"/>
2 <sup>nd</sup> Level Position Approver	<input type="checkbox"/>
Administrator – DHRM Only	<input type="checkbox"/>
Agency Data Entry	<input type="checkbox"/>
Agency Job Approver	<input type="checkbox"/>
Agency Position Approver	<input type="checkbox"/>
Classification Director – DHRM Only	<input type="checkbox"/>
Read - Only	<input type="checkbox"/>

### Activities for each role

(Choose all that apply)

	Inquire	Update	Create	Delete
1 <sup>st</sup> Level Job Approval - DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 <sup>st</sup> Level Position Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> Level Job Approval – DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> Level Position Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency Job Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency Position Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Job - DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSA Maintenance – DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Qual/Reqs Maint – DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Certificate Maint - DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Education Maint - DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Licenses Maint - DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task Maintenance – DHRM Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Inquire** – This allows the user to view information entered in UJM.

**Update** – Users will be able to update information that is already created in UJM. (Users can only change information that they created).

**Create** – Users can create Job Analysis and Position Analysis.

**Delete** – This will allow users to delete information created in UJM. (Only DHRM can delete Job Analysis after approval).

### DHRM Use Only

Does the User have required training? \_\_\_\_Yes, List training(s) \_\_\_\_\_, \_\_\_\_No

What action was taken: \_\_\_\_Add User \_\_\_\_Change or Add Orgs \_\_\_\_ Add UTC \_\_\_\_Add HRE \_\_\_\_Add UJM

\_\_\_\_Change Access Level (HRE & UTC) \_\_\_\_Change Activities (UJM) \_\_\_\_Change Roles (UJM)

System Administrator Signature\_\_\_\_\_

Date\_\_\_\_\_

User Deleted from: \_\_\_\_HRE \_\_\_\_UTC \_\_\_\_UJM By:\_\_\_\_\_

Date\_\_\_\_\_